

**HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD  
TECHNICIAN VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT #**

09-623

**OPEN PERIOD:**

11/23/2009 – 12/14/2009

**JOB TITLE:**

Production Controller

**PAY GRADE AND SERIES:**

GS-1152-07

**PAY RANGE:**

\$40,685 - \$52,891

**POSITION LOCATION:**

Sacramento, CA.

**APPOINTMENT TYPE: PERMANENT - DUAL STATUS**

**PDCN #: 70704000**

**Security Clearance Required:**

Secret

**AREA OF CONSIDERATION:** CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-1 through E-6.

**Compatible Military Grade Assignment:** CMF 63, 94; MOS 92A/F/Y/Z.

**Key Requirements:**

**THIS IS A PERMANENT POSITION**

This position is located in the Joint Forces Headquarters—State, Logistics Directorate (J-4/G-4), Surface Maintenance Facility. The purpose of this position is to plan, schedule, control, and monitor the status of equipment maintenance; and to assist a higher-graded Production Controller.

**Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS NOT authorized.**

**PAYMENT OF PERMANENT OF CHANGE OF STATION (PCS):** Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

**Position Requires Travel:** Some, 1 to 5 days per month.

**QUALIFICATIONS and EVALUATION:**

**General:** Experience, education, or training which indicates the candidate can reason in quantitative terms, can express themselves orally and in writing, and understands the terminology and data pertaining to the repair operations and processes characteristic of the production activity.

**Production Controller GS-1152-07:** Must have 12 months of specialized experience as a supervisor, or contacts that required an interchange of information resulting in a specific required action to be completed; experience which provided the applicant with a general knowledge of the functions and procedures of shop production control, records, references, and techniques for developing production control data; experience where candidate assisted or maintained workflow by identifying problem areas in work delays or stoppages; experience where candidate scheduled workflow in more than one area and was responsible for coordinating products or materials from support activities;

**KNOWLEDGES, SKILLS, AND ABILITIES:** The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to communicate both orally and in writing.
2. Knowledge of functions and procedures of production control and of the records.
3. Ability to ascertain the causes for delays in completion of work orders.
4. Ability to exercise initiative in taking timely action to schedule and obtain required materials.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE:** Completion of one year of graduate level course study directly relevant to production or industrial management will satisfy the requirements for GS-07 positions.

**COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE**

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

**CONDITIONS OF EMPLOYMENT:**

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

**HOW TO APPLY:**

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment or a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at

[NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)

**REQUIRED DOCUMENTS (Application Packet):**

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable
- Miscellaneous Items ( i.e., Flight Records, Bar Certification), if applicable
- SF-50/DD214 (Current or Former Competitive Employees, VEOA Eligible), if applicable
- SF 181, Ethnicity and Race Identification Form (optional)

**APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE**

[www.calguard.ca.gov/cahr](http://www.calguard.ca.gov/cahr) and at [www.opm.gov/forms/](http://www.opm.gov/forms/) .

**APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.**

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

**ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.**

**VETERANS PREFERENCE DOES NOT APPLY.**

**All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to [NGCAHRJOBSTECH@CA.NGB.ARMY.MIL](mailto:NGCAHRJOBSTECH@CA.NGB.ARMY.MIL)**

**THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**